

15 JUN 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
15 June 1973

Significant Events

1. Progress with Civil Service Commission on Behalf of our External Employment Clients: Five of our employees were registered in the U. S. Civil Service Commission's Displaced Employee Program on 13 June 1973.

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2. Meeting with Representative of the Environmental Protection Agency: On 12 June 1973 [REDACTED] of our External Employment Assistance Branch met with Mr. Vernon Webb of the Environmental Protection Agency regarding his present and anticipated personnel needs. Mr. Webb represents one of four major components of EPA, which has ten regional offices and four research centers. Presently, they have no money problems but do have a shortage of personnel ceiling. They expect favorable action on increases in their T/O and may be a good source of referral for our clients. Their work requires high security clearances, which makes our employees of interest to them.

3. APP and PDP: We developed additional instructional material for use by the components and career services in preparation of the APP and PDP. A number of phone inquiries have been handled and many others are expected.

4. Upward Mobility: This is a follow-up to last week's coming events section. On 13 June [REDACTED] Chief of Staff Personnel Division, [REDACTED] Chief of Clerical Staffing Branch and the Chief of the Clerical Training Branch, Office of Training, visited the Civil Service Commission training facility at Thomas Circle. They were briefed by the instructors who will be responsible for our Upward Mobility Group and were shown through the classroom areas. The instruction for four weeks,

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beginning on 9 July, will consist of communications skills (listening, talking, reading, writing, grammar, enunciation, pronunciation, voice projection), typing skill (basic instruction for those who have little or no typing skill and advanced instruction for those who have near Agency speed standards), office management and behavior classes in simulated live work situations (in these sessions the students will be given normal office clerical assignments and will rotate as supervisors in order to strengthen their appreciation of the total office environment). The communications facility is especially well equipped and well staffed, and we look forward to obtaining excellent results from the four-week training period.

5. Summer Only Program: We have now entered on duty 178 summer-only employees and have established EOD dates for an additional 27.

6. Records Management: Our annual summer purge of documents no longer needed in the Official Personnel Files of separated employees has been in progress for three weeks. About one-third of the overall total has been purged and each file is being reduced about 30 percent in size. At the above rate the exercise should be completed in about six weeks. These files will then be retired to the Agency Records Center.

7. Position Management:

a. A staffing complement and grade pattern are being developed for the [REDACTED] Communications Division, Office of Communications. A meeting was held with the Deputy Chief of the Division to resolve questions on position totals and authorized strength for the Division by categories, i. e., Staff, Overseas Support Group, Development Complement, Contracts, etc.

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b. A wage administration procedural paper covering all details of wage administration in the Agency has been developed. It will be used to train employees for handling wage grade classification matters.

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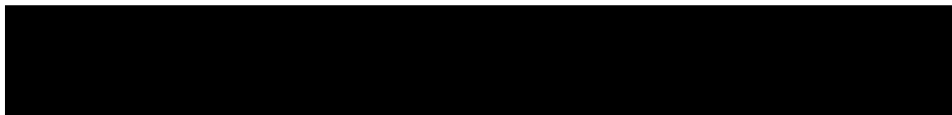
8. Cooperative Education: On 13 June [REDACTED] Co-op Coordinator, briefed [REDACTED] of Information Services Division about our Cooperative Education Program. It appears that ISD may be able to use co-ops.

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9. Rehired Annuitant: During the week I approved the following retired annuitant case for the Directorate of Management and Services:



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10. Pre-Exit Interviews: We have conducted 496 pre-exit interviews of employees who are separating by 30 June 1973. It is estimated that about 150 other employees have not yet been interviewed. These names were forwarded to the senior personnel officers in each Directorate on 11 June with the request that the individuals complete their pre-exit processing as soon as possible.

11. Insurance -- Payroll Deductions: A draft of a Headquarters Employee Bulletin has been prepared to announce the conversion to payroll deduction for UBLIC, WAEPA and Contract Life Insurance premiums to begin with the pay period 5 - 19 August 1973.

We have arranged with OJCS to notify the Compensation and Tax Division, Office of Finance, of the appropriate deduction to be made from employees' salaries effective with the pay period 5 - 19 August 1973. These premium deductions will be for the month of October 1973.

Coming Events

1. PDP and APP: We will again contact the Operations, Science and Technology and Intelligence Directorates to provide further assistance to them in the development of PDP and APP.

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2. Position Classification: We expect to continue work on the surveys of OTS, EUR, OER, FMSAC, [REDACTED] OC, Records Management Branch and the Central Cover Staff.

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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OD/Pers [REDACTED]:dpm (15 Jun 73)

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